Textiles, Merchandising & Fashion Design

COVID-19 Prevention Plan

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**COVID-19 Supervisor contact**:

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The department specific COVID-19 Prevention Plan will be guided by *the University Forward to Fall Guiding Principles* (<https://covid19.unl.edu/docs/F2F-Guiding-Framework.pdf>)

The COVID-19 Supervisor will:

* develop the department specific COVID-19 Prevention Plan and make it available digitally and on the department web page
* train personnel (when necessary) of the contents of the plan and when updates made
* be available to respond to issues and questions during work and class activities

**Physical Distancing and Facial Covering Requirements**

* all faculty, staff, students, and visitors, including contractors, service providers and other will be required to wear facial coverings\* when indoors on campus (only exception is one in a room/office alone) and outdoors if safe social distancing and gathering practices are not possible.
* acceptable facial coverings are a reusable cloth facial covering\* and disposable facial covering\*
* a face shield is an acceptable alternative for instructors only when lecturing
* the facial covering\* should not be designed with an exhalation valve.
* all facial coverings must extend from the bridge of the nose to below the chin, at minimum
* work options (remote, hybrid, schedule adjustments) will be available and can be requested by reviewing and completing the appropriate forms:
  + employees who need to take extra precautions and want to be considered through the Faculty/Staff Disability Services for an alternative work arrangement due to the COVID-19 pandemic based on any of the criteria set forth in the eligibility section [of Principles and Guidelines for Alternative Work Arrangements Due to COVID-19](https://covid19.unl.edu/alternative-work-arrangements) need to review and complete the [Process for Requesting Accommodations Faculty/Staff Disability Services](https://www.unl.edu/equity/dservices.shtml) including submitting the [Accommodation Planning Request Form](https://www.unl.edu/equity/accommodation-planning-request) form
  + or if you do not meet the eligibility for the Faculty/Staff Disability Services Alternative Work Arrangements you may complete the [COVID-19 Alternative Work Arrangement Request Form](https://app.frevvo.com/frevvo/web/tn/nebraska.edu/u/e08273c4-8403-402d-8774-dcad2f0bbfd7/app/_Gvu1UWiZEeqKEIC78ptJUA/flowtype/_xpT-UWkeEeqKEIC78ptJUA/popupform)
* room capacity will be determined in shared/common use areas to ensure at least 6’ of distance between occupants (tables/chairs will be positioned accordingly) and a schedule of use will be established when necessary, facial coverings\* are required
* classroom doors will be opened every morning and remain open to reduce congestion in the hallway
* meetings will be conducted remotely (phone, zoom, etc.) when social distancing is not an option
* to avoid passing within 6’ of office personnel faculty/staff will be requested to limit office visits to only work related activities and are encouraged to use email, zoom or other means of communicating with staff
* mail boxes will continue to be used to exchange mail, supplies, goods, etc.
* barrier(s) will be installed at the point-of-service (reception desk) where 6’ of social distance is not feasible
* work tasks have been modified to facilitate social distancing guidelines (i.e. faculty will email work tasks to department office staff as social distancing guidelines are not possible in the department office, faculty will meet students via Zoom or reserve a room large enough to provide social distancing)
* university vehicle occupancy will be limited to one rider

**Communicating Physical Distancing Requirements to Personnel, Students, Vendors, Contractors and Visitors**

* signage will be posted (i.e. social distancing, facial covering\* guidelines, etc.)
* update to the TMFD COVID-19 prevention plan will be communicated (to vendors/contractors/visitors/staff etc.) through emails and web postings as appropriate

**Precautions for Sick Personnel**

* all persons on campus will participate in COVID-19 symptoms monitoring programs and will be encouraged to use the 1-Check COVID-19 screening app
* department personnel are encouraged to self-monitor for symptoms (fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea) and report symptoms of COVID-19 by using the 1-Check COVID-19 Screening app (for [IOS](https://apps.apple.com/us/app/1-check-covid/id1504328584) <https://apps.apple.com/us/app/1-check-covid/id1504328584> and [Android](https://play.google.com/store/apps/details?id=edu.unmc.covid19screener) (<https://play.google.com/store/apps/details?id=edu.unmc.covid19screener>).
* department personnel are encouraged to receive a flu vaccination in the fall
* provide personnel information on safety practices by posting informational signage regarding facial coverings\*, hand washing, sanitizing, etc.)
* require department personnel who may be ill or symptomatic to stay or go home
* department personnel who have close contacts of COVID-19 cases will be requested to stay or go home and contact their healthcare provider
* department personnel will keep a log of visitors to the work-site and maintain the log for 4 weeks
* request enhanced cleaning and disinfection of areas used by persons on campus that test positive and or isolating private areas use by individuals

**Cleaning and Disinfecting**

* meals should be eaten within a private work space (UNL guideline)
* there will be no room (break/lunch) available that will allow food to be eaten within TMFD shared rooms (department specific guideline)
* use of room 216 Human Sciences Building for a study room will be allowed when not in use as a classroom and facial coverings\* will be required
* everyone who uses room 216 as a study room will be required to disinfect the area before and after use (disinfectant spray and/or wipes will be available)
* department office staff will be required to clean and disinfect high touch areas/surfaces within the office and gallery daily and between uses; faculty and graduate teaching assistants will be required to clean and disinfect the classroom/equipment between uses
* personnel will be required to declutter areas to facilitate cleaning and disinfection and remove difficult to clean/disinfect shared items (i.e. extra chairs/tables in classrooms)
* cleaning and disinfection supplies will be made available to department personnel including 80% disinfectant spray, and disinfectant wipes provided by UNL
* safety precautions when using disinfectant will be followed using manufacturer’s instructions for product use

**Good Hygiene**

* soap and running water is available to department personnel, visitors, contractors/vendors, etc.
* request personnel to avoid touching others, sharing personal items, and frequenting private spaces of others
* post good hygiene informational posters including facial covering\* guidelines and other COVID-19 signage as appropriate
* all personnel should consistently practice personal hygiene and prevention measures including self-monitoring

**Personal Protective Equipment**

* department personnel and visitors will have access to facial coverings\* and guidelines, eye protection (if necessary), and gloves

**Communication and Training**

* department personnel will be required to complete the COVID-19 Awareness – Campus Procedures and Self-Care training (<https://ehs.unl.edu/web-based-training#covid19>) and the COVID-19 supervisor will notify personnel who have not taken the training before August 3, 2020 that the training is a requirement
* faculty members will develop and train students on site-specific prevention guidelines for their specific labs/studios
* post appropriate posters/signage (i.e. social distancing decals, facial covering\* guidelines, etc.) at strategic locations throughout the worksite
* e-mail will be used to communicate the link to the required COVID-19 Safety Training and related safety updates will be posted to the department website
* department COVID-19 safety information link will be emailed to all department personnel (faculty, staff, and graduate assistants) and discussed with faculty at department faculty meeting
* staff and graduate teaching assistants will be informed of the department safety measures by their respective supervisors
* sharing of the department COVID-19 Prevention Plan will be posted to the department web site including links to the UNL COVID-19 web page (<https://covid19.unl.edu/latest-updates>)

**Research Lab**

Faculty with research labs should review and following the research lab procedures (<https://research.unl.edu/blog/updates-from-the-research-covid-19-task-force-june-22-25/>) and be sure there students/staff using the lab understand the specific guidelines for their labs.

**\*What Constitutes Facial Covering?**

There are no universal design standards for facial coverings. However, the covering must extend from the ridge of the nose to below the chin.

* reusable cloth facial coverings are acceptable, as are disposable paper facial covering
* a face shield is an acceptable alternative for instructors only when lecturing
* regardless of the type used, a facial covering should not be designed with an exhalation valve.